



## Select Board Meeting

Tuesday, April 21, 2020 7:00 PM

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

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- I. Call to Order – 7:00 P.M.
- II. Opening Ceremonies
- A. Moment of Silence/Pledge of Allegiance
- III. Communications/Announcements/Liaison Reports
- IV. Public Hearings
- A. Den Rock Wine & Spirits of Andover All Alcohol Liquor License – (10 minutes)  
Board to review and consider voting to approve an application from Den Rock Wine & Spirits of Andover, LLC, d/b/a Den Rock Wine & Spirits for an All Alcoholic Package Store Alcoholic Beverage License at 349 North Main Street, Andover, MA and the appointment of Navneet Jain as designated manager.
- V. Regular Business of the Board
- A. COVID-19 Update & Town Election and Town Meeting Schedule – (10 minutes)  
Town Manager to provide update on Town's response to COVID-19 and to discuss potential schedule for Town Election and Town Meeting.
- B. Annual Town Meeting Articles - (10 minutes)  
Board to consider voting to take a position on the following article:
- |            |                                   |
|------------|-----------------------------------|
| Article 40 | Acquisition of 157 Andover Street |
|------------|-----------------------------------|
- C. Open Space Task Force - (10 minutes)  
Board to review charge of Open Space Task Force and consider voting to endorse.
- D. Property Tax Deadline Extension - (10 minutes)  
Board to consider voting to extend the deadline for property tax bills to 6/1/2020.
- VI. Approval of Minutes
- A. Board to approve minutes from the following meetings:
1. March 23, 2020
  2. April 6, 2020
- VII. Adjourn

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: Andover TV COMCAST CHANNEL 22 AND VERIZON CHANNEL 45. Members of the public who wish*

***to ask a question on particular agenda items during the meeting can do so by calling 311 from their landline or cell phone within the geographical boundaries of Andover or by calling 978-623-8311 from anywhere or by emailing [manager@andoverma.gov](mailto:manager@andoverma.gov). Residents are encouraged to email their questions ahead of the meeting, however, staff will be available to present the Board with questions received during the meeting. Please include your name and address with your question.***

***Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.***



Town of Andover  
SELECT BOARD

License and Permit Application Public Hearing Questionnaire

Please be willing and able to address these questions before the Board of Selectmen during your hearing.

Liquor License Application, Renewal, Change of Designated Manager

Name	Navneet Jain
Address	349 North Main Street Andover MA 01810
Title	Manager member / owner
Company	Denrock Wine & Spirits of Andover LLC
Are all employees who will be serving alcohol TIPS certified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does the establishment or any employees have any prior violations in terms of liquor license compliance?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please describe the nature of any violations	
Please describe your business and the plans that have brought you before the Board this evening.	many customers from Andover come to our North Andover location, what better than to come to them.
Please provide an overview of qualifications, certifications, and experience of the designated manager of the establishment.	operates Denrock Wine & SPIRITS in North Andover, MA Rte 114, next to Panera & Rocky's Ace Hardware.

## DENROCK WINE & SPIRITS OF ANDOVER LLC MOTION

### MOTION

I move to approve the application of Denrock Wine & Spirits of Andover LLC, d/b/a Denrock Wine & Spirits, for an All Alcoholic Package Store Alcoholic Beverage License at 349 North Main Street, Andover and for the appointment of Navneet Jain of 54 Boylston Rd., Lowell, MA as designated manager, subject to the condition that all other requirements of the Town are met prior to issuance.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Voted \_\_\_\_\_ to \_\_\_\_\_

## Kathryn Forina

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**From:** Dharmesh Dave <dharmesh@shawsheenliquors.com>  
**Sent:** Wednesday, April 15, 2020 5:45 PM  
**To:** manager  
**Subject:** Public Notice regarding issue of All Alcohol Package Store to Denrock Wine and Spirits of Andover

Dear Manager,

I am the current owner of DHRM LLC d/b/a Shawsheen Village Liquors located at 2-4 Poor St, Andover. I would like to officially register **my opposition** to the issuance of All Alcohol package store alcoholic Beverage License at 349 North Main St. in Andover to Denrock Wine and Spirits of Andover, LLC.

I feel there are already too many licenses within 1.5 mile radius of the proposed location namely- Shawsheen Village liquors, Andover Liquors, Andover Spa, and Red Stone. Even the Den rock Wine and Spirit North Andover Store also falls with in 1.5 mile radius.

Can you please let me know if this is a new or existing license that is been transferred? If new, on what bases is this proposal considered? Are there any more existing licenses up for grabs in the town of Andover?

I would be logging in on April 21 via phone to oppose the license.

Sincerely,

Dharmesh Dave.  
Owner/Manager  
Shawsheen Village Liquors  
2-4 Poor St  
Andover, MA 01810  
Store: 978-475-3636  
Cell: 609-576-2261

Sent from [Mail](#) for Windows 10

#### **Article 40: Acquisition of 157 Andover Street**

**ARTICLE 40** To see if the Town will vote to appropriate \$415,000 for the acquisition, and \$150,000 for costs related to such acquisition, including but not limited to demolition costs and removal of building contents of the land at 157 Andover Street, as shown as Assessors Map 137, Lot 20 for municipal purposes and for any other costs incidental and related thereto, and to authorize the Select Board to acquire such land with the buildings thereon, by gift, option, purchase or eminent domain, upon terms and conditions deemed by the Select Board to be in the best interest of the Town and to determine whether the amount appropriated by the Town under this Article shall be raised by taxation, transfer from available funds, borrowing, or otherwise provided, or to take any other action related thereto.

On request of the Town Manager



## **Open Space Task Force**

### *Task Force Charge*

The Open Space Task Force shall be charged with advising the Town on the acquisition and improvement of parcels that enhance Andover's open space inventory and network. In particular, the task force shall:

- Identify actions to improve parcels already owned by the Town and its various custodians;
- Identify and prioritize parcels for potential acquisition and make recommendations to the Town Manager and Select Board, as well as the Conservation Commission, as appropriate;
- Review and evaluate parcels for potential acquisition at the request of the Town Manager and/or Select Board; and
- Assist with the valuation of parcels for potential acquisition.
- Provide assistance on seeking sources of funding; including from municipal appropriations, grants, donations or other forms of contributions that may offset acquisition and/or improvement costs.

The task force will be composed of the following seven members, as well as a non-voting liaison from the Select Board: (1) a representative of the Conservation Commission, (2) a representative of AVIS, (3) a representative of the Finance Committee, (4) a staff member designated by the Town Manager, and (5) three residents serving at-large appointed by the Town Manager pursuant to Article III § 2(b)(2) of the General Bylaws.

The task force shall elect a chair and vice chair from among its members.



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**SELECT BOARD**  
**Minutes of**  
**Monday, March 23, 2020**

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**I. Call to Order**

Chairperson Laura Gregory called the meeting of the Select Board to order at 7:00 P.M. via Web-X. Participating remotely from the Select Board: Alex Vispoli, Annie Gilbert, and Laura Gregory, Dan Koh and Chris Huntress

Others participating remotely: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Counsel Tom Urbelis, Town Clerk Austin Simko. The meeting was duly posted and cablecast live.

Tonight's meeting is completely virtual. Residents can call in at 311 or 978-623-8311 or email [manager@andoverma.gov](mailto:manager@andoverma.gov)

**II. Opening Ceremonies**

**A. Moment of Silence/Pledge of Allegiance**

The meeting began with a Moment of Silence followed by a Salute to the Flag.

**III. Communications/Announcements/Liaison Reports**

The Town Manager shared the series of orders that Governor Baker issued today and reported on status of the shut-down in Andover that included:

- Non-essential businesses to shut down or work from home.
- Town Offices and the Administrative Offices at 5 Campanili Drive closed to the public, but other departments can be contacted.
- Senior Center Meals on Wheels and Social Work will continue.
- Board of Health alerts on the importance of social distancing.
- All playgrounds and parks are closed.
- Local Businesses: Takeout and delivery has been successful.
- Service orientated businesses seem to be closing.
- Grocery stores and pharmacies remain open.

Alex Vispoli said everyone on the Town Staff has done an incredible job. He received several emails from residents about the status of Town Meeting and the Town Election. Dan Koh thanked the employees of the IT Department for arranging the virtual format of tonight's meeting.

**IV. Public Hearings**

**A. National Grid and Verizon New England Pole Petition - to be continued**

Petition from National Grid and Verizon New England for National Grid to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures, along and across Salem Street, Andover, MA.



Alex Vispoli moved to continue the public hearing for the National Grid and Verizon New England Pole Petition without discussion to the next meeting of April 6, 2020. The motion was seconded by Dan Koh. Roll call: A. Gilbert-Y, D. Koh-Y, A. Vispoli-Y, C. Huntress-Y, L. Gregory-Y. Motion passes 5-0.

**B. Discontinuance of a Portion of Lewis Street as a Public Way**

Board to consider recommendation of the discontinuance of a portion of Lewis Street as a Public Way and consider approval of Town Meeting Article 21 as explained by Town Counsel. The Planning Board has recommended approval. This will be part of the property we will be conveying to as a purchase.

Chris Huntress moved that the Select Board vote to recommend that a portion of Lewis Street be discontinued as a public way as shown on the plan entitled "Discontinuance Plan, Portion of Lewis Street, Andover, Mass. March 2, 2017, scale 1"= 40' prepared for the Town of Andover by Andover Consultants, One East River Place, Methuen, Mass. 01844" and to authorize the Chair to sign a discontinuance on behalf of the Select Board. The motion was seconded by Annie Gilbert. Roll call: A. Vispoli-Y, A. Gilbert-Y, D. Koh-Y, C. Huntress-Y, and L. Gregory-Y. Motion passes 5-0

**V. Regular Business of the Board**

**A. Declaration of Emergency**

The Town Manager said at this point every city and county has declared a state of emergency, some of the special legislature being considered mentions that a local jurisdiction who declare a state of emergency could have an impact on a Federal reimbursement. The declaration declares as of today and would stay in effect upon recommendation of the Town Manager to the Board that it is no longer in effect. Residents should check Andover's latest updates for link with more information on central services across the Commonwealth.

**WHEREAS**, the 2019 novel Coronavirus ("COVID-19") has been declared a Public Health Emergency of International Concern by the World Health Organization; and

**WHEREAS**, the ongoing transmission of COVID-19 can be expected to greatly impact the health and welfare of residents and employees of the Town of Andover; and

**WHEREAS**, a sudden, generally unexpected occurrence of circumstances demanding public action has arisen within the world, country, state and Town of Andover due to the coronavirus pandemic and other illnesses; and

**WHEREAS**, the President of the United States has declared a national emergency due to this situation and has directed the agencies of the national government to take appropriate actions; and

**WHEREAS**, the Governor of the Commonwealth of Massachusetts declared an emergency and has directed the agencies of the state government to take appropriate actions; and

**WHEREAS**, the Select Board of the Town of Andover, Massachusetts, upon advice from the Town Manager and other advisors, has determined that the situation poses a present and imminent danger to public health, safety, or general welfare of the people of Andover so that it has become necessary for the Town Manager, with such assistance and

staff as he deems necessary, to utilize and coordinate the services, equipment, supplies and facilities of departments, offices and agencies of the community, both locally, regionally, statewide and nationally, if necessary, including the taking of ordinary and extraordinary actions for the purposes of emergency management and emergency functions to protect the public; and

**WHEREAS**, a Declaration of Emergency and immediate action is needed to prevent, minimize, or mitigate damage to public health, safety or general welfare of the people of Andover which may otherwise result from the above described situation;

**NOW THEREFORE**, the Select Board of the Town of Andover, Massachusetts, hereby declares that as of **March 23, 2020** a State of Emergency exists in Andover and authorizes and directs, under the direction of the Town Manager, all Town personnel and agents to take action appropriate to respond to this situation and ratifies, confirms and adopts any related action taken prior to the formal adoption of this Declaration. This Declaration of Emergency shall remain in effect until upon a recommendation of the Town Manager, notice is given by the Select Board, that a State of Emergency no longer exists.

Alex Vispoli moved that the Select Board of Andover approve the Declaration of Emergency as printed and authorize the Chair to sign it. Motion seconded by Dan Koh. Roll call: A. Gilbert-Y, D. Koh-Y, A. Vispoli-Y, C. Huntress-Y, L. Gregory-Y. Motion passes 5-0.

#### **B. Town Election**

Laura Gregory recused herself from the meeting at this time by logging off and turning the meeting over to Vice-Chair Annie Gilbert.

Board to vote on postponing the March 24, 2020 Town Election and discuss a new date for the election.

When the Board last met, they talked about all the different types of options that could be considered for the Town Election. On Wednesday, Tom Urbelis got a court order and expects Special Legislature will be acted on. The Board has to officially postpone the election. At this time, it is difficult to set a date but to select a date to re-evaluate. This will have an impact on Town Meeting. Board will not sign Warrant tonight, so the Town Meeting will not start on April 27<sup>th</sup> as originally scheduled. Town Counsel said the Board voted last Monday night to authorize a motion to be filed. He expressed his gratitude to the Clerks at the Essex County Clerk's Office who went above and beyond to get the papers signed by a judge and filed electronically.

Early voting by mail seems to be indistinguishable from absentee voting, so residents can vote via absentee ballot to include people who are taking pre-cautions to COVID-19. If you vote early by mail, you get an absentee ballot.

Chris Huntress moved that pursuant to authority provided to the Select Board by an Order of the Essex County Superior Court dated March 18, 2020, the Board votes to postpone the Annual Town Election. Dan Koh seconded the motion. Roll call vote: A. Gilbert-Y, D. Koh-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 4-0.

Laura Gregory returned to the meeting at 7:33 P.M. and resumed her duties as Chair.

**C. Board of Registrars**

Board to consider nominee for appointment to the Board of Registrars of Voters and to reappoint a registrar to a term expiring March 31, 2023. The Democratic Town Committee nominates Michael Sassin of 8 Stevens Circle.

Dan Koh moved that the Board appoint Michael Sassin of 8 Stevens Circle to serve on the Board of Registrars of Voters for another three-year term expiring in 2023. Motion seconded by Annie Gilbert. Roll call: A. Gilbert-Y, D. Koh-Y, A. Vispoli-Y, C. Huntress-Y, and L. Gregory-Y. Motion passes 5-0.

**D. Granting of Easement**

Board of Selectmen to review and consider signing a grant of easement located at 161 Andover Street to National Grid for the right to install, own and operate and properly maintain a pole and related equipment to provide service in connection with the construction of the new Ballardvale Fire Station.

Annie Gilbert moved that the Select Board approve and sign the grant of Easement to Massachusetts Electric Company for the installation of a pole and related equipment at 161 Andover Street and to authorize the Chair to sign the Grant of Easement on behalf of the Board. Motion seconded by Alex Vispoli. Roll call: A. Gilbert-Y, D. Koh-Y, A. Vispoli-Y, C. Huntress-Y, L. Gregory-Y. Motion passes 5-0.

**E. Gas Impacted Area Paving: Reschedule**

The Town Manager and Dept. of Public Works wanted to provide the Board an update tonight, but due to the weather Public Works is busy managing the roads and will need to reschedule. No action required.

**F. Annual Town Meeting Articles**

Board to consider voting to take a position on the following articles:

Article 12 HOLD	<b>Unexpended Appropriations Capital Projects Fund-</b> existing capital balances still working on a final number. Hold to April 6 <sup>th</sup> meeting.
Article 19 RA	<b>School Department Revolving Account:</b> Dr. Shelley Berman addressed the Board on this Article that establishes a Revolving Account so that when Andover Public Schools offer Professional Development (PD), other districts can provide resources for their attendees to off-set the cost of PD. The Finance Committee and the School Committee recommended approval.  Alex Vispoli moved that the Board recommend approval of Article 19 School Department Revolving Account as printed. Motion seconded by Annie Gilbert. Roll call: Dan Koh-Y, Chris Huntress-Y, Alex Vispoli-Y A. Gilbert-Y, and Laura Gregory-Y. Motion passes 5-0.

<p><b>Article 23 RA</b></p>	<p><b>School Department Supplemental Funding for Circuit Breaker (CB)</b> Dr. Berman And Chair Joel Blumstein spoke to this article regarding the unexpected expense for Out-of-District Tuitions in the amount of \$812,000. The SC made a decision to off-set a portion through the CB, but were concerned with bringing the CB balance below \$500,000 compromising funds for 2021. Finance Committee voted in favor to recommend approval.</p> <p>Dan Koh moved to recommend approval of Article 23 School Department Supplemental Funding for Circuit Breaker. Annie Gilbert seconded the motion. Roll call: D. Koh-Y, C. Huntress-Y, A. Gilbert-Y, A. Vispoli-Y, and L. Gregory-Y. Motion passes 5-0.</p>
<p><b>Article 29 RA</b></p>	<p><b>Zoning Bylaw Amendment – Solar Bylaw</b> Members of the Andover Green Advisory Board (AGAB) spoke to this Article which is the culmination of year’s long work. Bylaw has two key advantages for the Town, helps to specify what is allowed by right, and the assurance that roof-top solar and ground mounted solar panels will always be allowed by right. Breaks down the size of solar energy into three sizes, small, medium, large, and provides for the overview of installation, sharing plans with abutting property owners, setbacks and visual barriers, etc. The Planning Board has had several meetings on this topic and voted to recommend approval.</p> <p>Alex Vispoli moved to recommend approval of Article 29 as printed. Motion seconded by Annie Gilbert. Roll call: A. Vispoli-Y, A. Gilbert-Y, C. Huntress-Y, A. D. Koh-Y, and L. Gregory-Y. Motion passes 5-0.</p>
<p><b>Article 38 RA</b></p>	<p><b>Automatic Sprinklers</b> Information presented by Chief Mansfield regarding 26I option for safety of occupants and responders. Insurance Company claimed Town of Andover had not adopted Section 48 26I which requires that any new construction with 4 residential units or substantial reconstruction with 4 residential units has to have the sprinklers the Chief and Building Inspector were looking for. It does not pose any obstacle for existing buildings, but new buildings requiring the sprinklers for public safety.</p> <p>Annie Gilbert moved to recommend approval of Article 38 as printed. Motion seconded by Dan Koh. Roll call: D. Koh-Y, C. Huntress-Y, A. Gilbert-Y, A. Vispoli-Y, and L. Gregory-Y. Motion passes 5-0.</p>
<p><b>Article 41 RA</b></p>	<p><b>Acceptance of General Law Provision to Consolidate Maintenance Functions of Schools and Town. School Committee has recommended approval.</b> Alex Vispoli moved to recommend approval of Article 41 Acceptance of General Law Provision to Consolidate Maintenance Functions of Schools and Town as presented. Motion seconded by Chris Huntress. Roll call: C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, A. Vispoli-Y, L. Gregory-Y. Motion passes 5-0.</p>
<p><b>Article 43 RA</b></p>	<p><b>Zoning Bylaw Amendment – Table of Use Regulations Temporary and Seasonal Placement of Tables and Chairs for IA and ID2 Districts allowed by special permit.</b></p>

	<p>Dan Koh moved to recommend approval of Article 43 Zoning Bylaw Amendment – Table of Use Regulations Temporary and Seasonal Placement of Tables and Chairs as printed. Motion seconded by Chris Huntress.</p> <p>Roll call: A. Gilbert-Y, A. Vispoli-Y, D. Koh-Y, C, Huntress-Y, L. Gregory-Y. Motion passes 5-0.</p>
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**VI. Consent Agenda**

**A. Appointments by the Town Manager**

On a motion by Annie Gilbert and seconded by Dan Koh the Select Board moved that all the appointments by the Town Manager be approved: Roll call: C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, A. Vispoli-Y, L. Gregory-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Recreation	Lisa Cremin	Kid Care	\$25.00/hour	3/24/2020

**VII. Approval of Minutes**

Annie Gilbert moved to approve the following minutes with revisions: February 10, 2020, February 24, 2020, March 9, 2020, and March 16, 2020. The motion was seconded by Dan Koh. Roll call: C. Huntress-Y, A. Gilbert-Y, A. Vispoli-Y, D. Koh-Y, L. Gregory-Y. Motion passes 5-0.

**VIII. Executive Session**

A. Chris Huntress moved that the Select Board go into Executive Session for confidential communication with Town Counsel and pursuant to option 6, to discuss the purchase, exchange, lease or value of real property and that the Chair declare that an open session may have a detrimental effect on the negotiating position of the Town, and to approve and not release Executive Session Meeting Minutes of February 10, 2020 and February 24, 2020 and not to return to open session. The Chair so declared that the session may have a detrimental effect on the negotiating position of the Town. The motion was seconded by Alex Vispoli. Roll call: C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, A. Vispoli-Y, and L. Gregory-Y. Motion passes 5-0.

**IX. Adjourn**

The Select Board adjourned from the Regular Meeting of March 23, 2020 at 8:29 P.M. and moved to Executive Session, not to return to open session.

Respectfully submitted,

Dee DeLorenzo

Dee DeLorenzo  
Recording Secretary

## Select Board Meeting Minutes of Monday, April 6, 2020

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### I. Call to Order

Chairperson Laura Gregory called the meeting of the Select Board to order at 7:00 P.M. via Web-X. Participating remotely from the Select Board: Alex Vispoli, Annie Gilbert, Dan Koh, Chris Huntress, and Laura Gregory.

Others Participating Remotely: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Counsel Tom Urbelis, Town Clerk Austin Simko. The meeting was duly posted and cablecast live.

**Tonight's meeting is completely virtual. Residents can call in at 311 or 978-623-8311 or email [manager@andoverma.gov](mailto:manager@andoverma.gov)**

### II. Opening Ceremonies

#### A. Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence and a Salute to the Flag.

### III. Communications/Announcements/Liaison Reports

Austin Simko shared an update on the 2020 Census noting that all information submitted is confidential. Last November, a Committee of thirteen people, including representatives from the Census Bureau, convened and assembled a 3-phase approach to the 2020 Census: Phase 1: Learn about the census, operations, engaging people who required immediate attention. Phase 2: Outreach to the community began in January, followed by Phase 3 to engage in public service announcements, information centers, etc. This is the first year the Census can be completed on-line. The Census Bureau has paused field observations due to the COVID 19 Virus. To complete the 2020 Census online please go to: [www.2020census.gov](http://www.2020census.gov)

Alex Vispoli recognized the Chinese American Community in the Andover's who delivered 150 masks to Town Hall today and another 200 masks for seniors and for those who deliver Wheels on Meals. The masks were sourced from friends and family in China, not competing with masks in China.

Annie Gilbert said the Andover Business Community has quickly and creatively pivoted to new ways of delivering services to keep their business running during this time. A list of Andover restaurants who are open for take-out is available on the Town's website. [www.andoverma.gov/business](http://www.andoverma.gov/business)

Chris Huntress said the Small Business Association website [www.SBA.gov](http://www.SBA.gov) provides resources for small businesses who are struggling during this time. Chris offered his assistance to anyone who has questions and can be reached through the Town Manager's Office at [Chris.Huntress@andoverma.us](mailto:Chris.Huntress@andoverma.us)

#### IV. Public Hearings

##### A. National Grid and Verizon New England Pole Petition

Alex Vispoli moved that the Select Board extend the public hearing for National Grid and Verizon New England Pole Petition as printed in the agenda. Motion seconded by Dan Koh and voted 5-0 to approve. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, L. Gregory-Y.

#### V. Regular Business of the Board

##### A. COVID-19

The Town has prepared a comprehensive update to COVID-19 and continuing with daily communications. On Friday, the Governor approved an extension for property taxes payments to June 1, 2020 with no interest charged until June 30<sup>th</sup>. The Town's biggest challenge has been to keep people from congregating on playgrounds and athletic fields. They are producing more signage to alert people to not congregate at public places and have locked playground and athletic field gates. They also utilized the Town's Code Red System to send out a broad message to residents directing them to the Town Website for information.

Update on building projects: The Ballardvale Fire Station and Senior Center projects will continue to move forward; although the Sr. Center project is on hold for 2 weeks and Project Managers are ensuring safety compliance at both sites.

Budgets: They are expecting a potential revenue shortfall in local receipts (local option tax (meals/hotel) and license and permits for the FY-20 fourth quarter. They have prepared spending scenarios and guidelines are being followed that should yield some changes. Accounting procedures associated with the Town's response to COVID-19 are being tracked to be able carry the deficit in a separate account cost into the next year not affecting our fund balance. State Aid: most likely there will be a potential budget impact for next year, but we don't expect there to be budget reductions for this year. Revenue Assumptions: Providing business are back in order by July 1<sup>st</sup> we should be in good shape. Will decide at that time if we need to make any changes.

The Town Election and Town Meeting have both been postponed. It is premature at this time to reschedule. The Governor has allowed the Town Meetings to be extended into the next fiscal year, but the election has to take place by June 30<sup>th</sup>.

Andrew thanked the Departments and Town Employees for their work in dealing with the effects of the COVID-19 Virus. Everyone is coming to work for some portion of the week to make sure services are provided.

Laura Gregory thanked Andrew and his staff for addressing this unprecedented situation and said they are doing a great job.



Alex Vispoli said the economic situation will run probably longer than we like and it would be prudent to look at the impact of a tax increase for residents, and to look into preparing as secondary budget now. Andrew said they are prepared to do that if necessary.

Tom Urbelis gave an update on the Declaration of Emergency Executive Orders and the legal status of various situations and provisions facing municipalities.

Changes: Town Meeting can be held after June 30<sup>th</sup> and if after the Warrant is signed there is matter that requires Town Meeting to be continued, the Moderator has the right (in consultation with the Board and other Depts.) to continue the Town meeting for a 30-day period.

Budgets: The legislation is allowing towns to appropriate amounts of the budget if a budget is not passed by June 30 (similar to what cities do) and to allow Towns to delay tax due dates to Sept 1<sup>st</sup> and no termination of utilities. The legislation allows for the sale of beer and wine with take-out deliveries. Facilitate return to service by retirees, eliminating the statutory hours a retiree can work.

Modifying the local permitting process during term of State of Emergency. No permit is automatically granted or approved because the authority was unable to react during a time period required by law. Provides that any valid permit will not lapse or expire, applications for permits can be filed electronically, and provides the Chair with permit granting authority without need of a quorum or vote to schedule or reschedule a decision on a permit application providing significant release and authorizes the rescheduling of the permit.

Tom Carbone, Dept. of Health reported that as of today, there are thirty-seven confirmed cases in Andover; thirteen of which are active (under an isolation order). The number fluctuates every day. The Environmental Health Staff are managing the social media aspect and addressing calls about open businesses. They are continuing their regular work and taking advantage of not getting out for inspections by working on special projects that have been previously put aside.

General Guidelines & Protocols: Businesses not listed as essential should not be operating. There are no waivers. CDC has changed guidance on facemasks, general public should use them when out running errands. Shelter in Place advisories are still in effect. Continue with hand hygiene, social distancing and hand sanitizer.

Police Chief Keefe: Emergency Management: On March 13<sup>th</sup> emergency was changed to a Major Disaster Declaration authorizing Category B making federal funding available. The filed for public assistance last week which is the first step for applying for FEMA assistance.

Departments are keeping cost of accounts for expenditures and overtime. Update NEMA on workforce tracking for police, fire and dispatch and are in contact with them twice a week. Police Dept.: Two officers are out right now and one activated in the MA National

Guard. Members of the Department are continually updated on the status. Roll call is conducted outside or in large garage, they have changed protocols on arrests, bails, and are updating procedures. The Building is constantly being cleaned, lobby is open to the public limiting contact to personnel. They will continue to coordinate with other communities and with all mutual aid agreements.

Fire Chief Mansfield: Governor's order instituted 3 weeks ago, inspections are done online if they can do, if not they are relying on affidavit from contractors. Open burning will continue until May 1<sup>st</sup> but only when it is safe to do so. Residents should check with AFD. All fire stations have been closed to the public and employees are screened before and after each shift. Each station has been disinfected by an outside vendor and they have changed many of their response protocols to limit the number of personnel to exposure. One employee has tested positive with 10 other in quarantine. Chief Mansfield thanked the local businesses and others who have donated PPE to the Department. They have a lot in stock now and more on order. They will continue to collaborate with the Town Manager's Office.

Chris Huntress asked if there are plans to respond to mental health related calls as a result of residents being quarantined. Chief Mansfield replied that their experience with dealing with this type of situations in the past will help the Department and others to respond to those calls. Mental Health resources are also involved. Chief is concerned about the employee's mental health might be compromised if this continues.

Janet Nicosia, Facilities Manager reported that their initial response was with the custodians and sanitizing all buildings, using a disinfectant that kills the virus. Surfaces at Town Offices are sanitized 2x a day, and once a day at MHL. They are helping with Senior Center deliveries as well. They have experienced some challenges in getting supplies but in better shape now. Custodians working on an odd/even schedule. She and Jim McSweeney are working opposite days, deliveries are made curb-side at Red Spring Road, eliminated the mail delivery to Town Hall, have a good stock of masks and gloves. Addendum added to contract: Any contract written includes a clause that the contractor agrees to the Governor's directive. They have scaled down on most work and are not starting any new projects right now. Building Operations Manager working with Paul Szymanski to turn down heat and electricity to save money in the School Dept. Budget. Continuing to keep the department running.

Jemma Lambert, Director of Community Services and Jane Burns, Director of Elder Services reported that they are busy responding to needs of elder population, disabled adults and making sure people are fed, eliminating the requirement for home visit to receive meals. Concerned about isolation and depression being addressed by creative work on programming and socialization. They have moved to a 3-day work schedule for Meals on Wheels and slowly seeing a replacement of volunteer drivers with paid staff. They reconfigured the kitchen at Clark Road to more effectively protect volunteer staff and drivers that come into the building. They encountered one COVID-19 case on a home delivery meal and expect to see more. Brown bag deliveries (non-perishable items) will continue as will social work and wellness checks. Continue to respond to critical needs, grocery shopping, risk production on-going. Sent out a special newsletter last week which is a good tool to communicate with the elder population.

Andover Home for the Aged has donated \$30,000 to assist with supporting the elder population. Continue to provide services to veterans in the community.

Chris Huntress asked if the people delivering meals have the ability to be tested. *Not at this time, people can be tested by their physician.*

### **B. Small Business Update**

The Town Manager provided an update on the Town's efforts to support small businesses in Andover during the COVID-19 pandemic and ways that the community can contribute to that effort.

Paul Materazzo, Director of Planning and Economic Development said the Planning Board had their first virtual meeting on March 24<sup>th</sup> and have been communicating with all applicants and facilitating their next meeting on April 28<sup>th</sup>. He has been working with Ann Ormand, Cultural Development for the Town, and was impressed with her immediate response to small businesses developing a one page information sheet and delivering to them on March 16<sup>th</sup>.

Ann Ormand reported on the small businesses across the town who know how to respond, be resilient, recover and grow. She helped with providing take-out and curbside signs and with the assistance of Team and Planning Department, and the Town Manager's Office updated [andoverma.gov/downtown](http://andoverma.gov/downtown) for small businesses and a business delivery they are populating every day that changes daily. Email information is pushed out to 400 businesses daily. She encourages everyone to use take-out and delivery opportunities whenever possible. Businesses have been appreciated that they are reaching out and engaging the business communities. Consider donations to non-profit or joining a non-profit.

Dan Koh ask what percentage of Andover businesses are offering takeout and delivery. Ann said about ½ of the restaurants and businesses are participating in this option.

Laura Gregory thanked Ann and Paul for supporting the businesses at this time.

Memorial Hall Library is still closed, Bald Hill is open from 12:00-3:00 Monday-Friday and 8:00-4:00 Saturday and Sundays. The Water Treatment Facility fully staffed and operation with no impact to COVID-19. Kathryn Farina has been working the 311-phone line 7 days a week which has been a heavily used resource. Thank you to Kathryn.

### **C. Gas Impacted Area Paving**

Department of Public Works updated the Board on the paving in the gas impacted areas and the Leadership Team from Public Works teleconferenced in. This is Year 2 of the four-year Paving Restoration Program funded through the settlement with Columbia Gas and integrating water main work with the paving schedule. Director of Public Works Chris Cronin reported on the timeline, paving projects and construction phasing work.

Carlos Jaquez provided an update on the timeline of the damages, assessment and settlement with Columbia Gas. Phase I finished in 2019 with some minor sidewalk repairs

remaining. He gave a visual overview of paving projects and existing conditions, the gas impacted areas of construction phasing roadway and sidewalks costing of 2.7 miles. Upon completion of the project about 22 miles of roads will have been repaved. All planned construction for water pipe work is on hold at this time.

Al Martineau reported on the Construction Phasing for the reconstruction of sidewalks at lower Shawsheen which are currently on hold. They are in the final design phase for Enmore Street to widen the sidewalks, make ADA compliant, planting of trees, and improvement of pavement and resurfacing the roadway. The construction phasing for the downtown municipal complex connectivity and reconstruction of the Senior Center Parking Lot are also on hold.

**VI. Consent Agenda**

**A. Appointments by the Town Manager**

On a motion by Alex Vispoli and seconded by Chris Huntress the Board voted that the following appointments by the Town Manager be approved: Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, L. Gregory-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Department of Facilities	Blair Heffernan (David Ferris)	Custodian	\$49,337.00	4/07/2020

**VII. Approval of Minutes**

**A. Board to approve minutes from the following meetings:**

Annie Gilbert Moved to approve the minutes of March 7, 2020 with one modification. The motion was seconded by Dan Koh. Dan Koh. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, L. Gregory-Y. Motion passes 5-0.

**VIII. Adjourn**

At 8:38 P.M. on a motion by Dan Koh and seconded by Chris Huntress the Select Board voted 5-0 to adjourn. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, L. Gregory-Y.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary